**Example**

**Event Safety Management Plan**

**Introduction**

This template has been produced to aid event organisers in planning safe events. By using this document as a guide organisers can ensure that they have made a good start in ensuring that their event including all activities and risks have been considered. In each section, guidance notes are included to indicate examples of issues to be considered. Ultimate responsibility resides with the event organiser and their ultimate goal must be to plan and deliver a safe and enjoyable event.

The plan should be completed alongside other guidance:

[The HSE](http://www.hse.gov.uk/event-safety/) has a dedicated section on their website to help event organisers run events safely. This is a world class resource with step-by-step guides, downloadable documents like the purple and green guides and links through to relevant external bodies and organisations.

[The Purple Guide](http://www.thepurpleguide.co.uk/) is an event safety guide which has been written by The Events Industry Forum in consultation with the events industry. Its aim is to help those event organisers who manage health and safety, particularly at large-scale music and similar events.

[The Green Guide](http://www.safetyatsportsgrounds.org.uk/publications/green-guide) is specific to safety at sporting events and managing crowds safely.  It also provides information on ground management, technical specialists and all relevant authorities.

[Event Management Guide](http://www.eventscotland.org/development/our-key-publications/event-management-a-practical-guide/) - Event Scotland have a guide to event management which has been published to provide a resource of general advice and support material for event managers. It should be remembered that the headings in the template are by no means exhaustive, and if the organiser considers a part of their event ought to be detailed in the plan, then it should be added. Also note that not all parts of the template is relevant for every event.

[Food Standards](http://www.foodstandards.gov.scot/) Food Standards Scotland is involved all along the food chain to make sure the food you eat is safe, and is what it says it is. We're also here to give healthy eating advice based on the best available, trusted scientific evidence.

In the event of an incident at the event, the event team, and the emergency services will be relying on the plan to know your event as well as the organising team do.

**Useful Contacts**

**Fife Council**

**Environmental Health**

Tel: 01592 583228

Email: Food Advice: Food.Advice@fife.gov.uk

 Health & Safety advice: HS.advice@fife.gov.uk

Web page:[Environmental Health](https://bit.ly/2rsAuIe)

**Public Protection Team**

Nuisances: includes light, noise, smells, dust and smoke.
**Tel:**  03451 55 55 50

Email: [Public Protection Team](https://www.fifedirect.org.uk/topics/index.cfm?fuseaction=page.display&p2sid=D255E115-E5E2-B0F3-F62CF355E559FCFD&ContactId=99E08361-0B01-8248-09592EDD95725BDA#contactform)

**Waste**

Tel: 03451 55 00 22

Website: [www.fifecommercialwaste.co.uk](http://www.fifecommercialwaste.co.uk)

Email: DutyofCare.Waste@fife.gov.uk

Web page: [Waste Duty of Care](http://www.fifedirect.org.uk/WasteDutyofCare)

**Building Standards & Public Safety**
**Tel:**  03451 55 11 22

Email: [Building Standards & Public Safety](https://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&subjectid=30641F22-65BF-00F7-DAFA6DBF1CA8CFFF&ContactId=DC7A0016-E7FE-C7EA-051C0D13A93AF8FF#contactform)

Web page: [Fife Tourism Partnership](https://www.fifetourismpartnership.org/collaborations/fife-events-group/)

**Licensing**

**Liquor Licensing**
**Tel:** 03451 55 11 77

Email: [Occasional licence](https://www.fifedirect.org.uk/topics/index.cfm?fuseaction=page.display&p2sid=083C9308-D871-79FC-8AC5255E9A889FA1&themeid=3263BE7E-E642-7893-1BE972362747814A&ContactId=CE025CCB-1CC4-E06A-52C823AE8CE0A112#contactform)

[Application Form for Occasional Licence](https://www.fifedirect.org.uk/publications/index.cfm?fuseaction=publication.pop&pubid=F3BF71B9-C397-A997-5E4758072753F0B7)

Web Page [Licences and permits for business](https://bit.ly/2K2kNyi)

**Public Entertainment Licence**

**Regulation Team**
**Tel:**  03451 55 11 77

Email: [Regulation Team](https://www.fifedirect.org.uk/topics/index.cfm?fuseaction=page.display&p2sid=0C62D26B-C0BA-4D02-82F349A50EC0C870&themeid=3263BE7E-E642-7893-1BE972362747814A&ContactId=971A9A63-EECA-A505-67C4FDCE6CBC03AE#contactform)

Web Link: [Public Entertainment Licence - Application Pack](https://www.fifedirect.org.uk/publications/index.cfm?fuseaction=publication.pop&pubid=743170FE-E886-2769-470160027A6050A5)

**Parks Paths and Open Spaces**

Web Link: [Parks, gardens and open spaces](https://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&subjectid=40443515-9EB2-4D86-993F-7DCE1472A56D)

 [Major Parks Event Application Form](https://www.fifedirect.org.uk/publications/index.cfm?fuseaction=publication.pop&pubid=9DA67430-9A2F-A985-2F694CD1CFF68E5D)

**Trading Standards**

**Tel:**  01592 583141

Email: [Trading Standards](https://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&subjectid=07D3A105-AFE9-53EA-8F3E526FE70AC1C5&ContactId=AD22E50C-A2F6-D830-AD74A84A25105A6F#contactform)

**Emergency Planning**

**Emergency Resilience Team**
**Tel:**  01592 583544

Email: [Emergency Resilience Team](https://www.fifedirect.org.uk/topics/index.cfm?fuseaction=subject.display&subjectid=496DB758-E065-457E-93FB-C7C340E0CA1A&ContactId=377F9174-9FE0-1175-2F05B27546BC6B36#contactform)

**Road and Pavement Permits**

Links: [Temporary Traffic Restrictions Application Form (TTRO)](https://www.fifedirect.org.uk/publications/index.cfm?fuseaction=publication.pop&pubid=9D657FBD-A042-4CCA-281EDF67330CD26B)

[Temporary Traffic Restrictions Guidance Notes (TTRO)](https://www.fifedirect.org.uk/publications/index.cfm?fuseaction=publication.pop&pubid=9D666CAC-AD3F-81A1-1FDF673659C686E7)

[Traffic Restrictions for Events - Application Form](https://www.fifedirect.org.uk/publications/index.cfm?fuseaction=publication.pop&pubid=92EDC7FB-C992-CB3C-64CB08804F0959B1)

[Traffic Restrictions for Events - Guidance Notes](https://www.fifedirect.org.uk/publications/index.cfm?fuseaction=publication.pop&pubid=937FAC87-B830-6F62-88D5BAA49F553DF1)

**Police Scotland**

Tel: **101** ask for Emergency, Event and Resilience Planning Unit, Operational Support Division

Email:

For the West of Scotland contact  West

For the North of Scotland contact  North

For the East of Scotland contact  East

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Website: [Police Events](http://www.scotland.police.uk/contact-us/organising-an-event/)

**Fife Fire and Rescue Service**

Tel: 01383 747710

Email: e.fife.fse@firescotland.gov.uk

**Scottish Ambulance Service**

East Central Division

Tel: 01382 882400

**Further Information:**

You may also find useful information on the following websites:

**Food Standards Scotland (FSS)**

<http://www.foodstandards.gov.scot/>

[Catering & Retail](http://www.foodstandards.gov.scot/food-safety-standards/advice-business-and-industry/catering-retail)

[Business Guidance](http://www.food.gov.uk/business-industry/caterers/)

[Cooksafe](https://www.foodstandards.gov.scot/publications-and-research/publications/cooksafe-manual)

**Royal Environmental Health Institute for Scotland:**[REHIS](http://www.rehis.com/)

**Health and Safety Executive (HSE) website:**

[www.hse.gov.uk](http://www.hse.gov.uk)

[Event Safety](http://www.hse.gov.uk/event-safety/)

**Example**

**Event SafetyManagement Plan**

**Event Name**

**Event Date and Times**

Owned by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Version: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contents**

1. **Event Overview**
* Event description
* Location
* Dates and Duration
* Entrance and Exit points
* Attendance
* Audience Profile
* Temporary structures
* The Event Organisers
* Roles and Responsibilities
* Contacts
* Catering and Hospitality
* Welfare Provision
* Litter/Cleansing Services/Grounds Maintenance
* Entertainment
* Licensing
* Noise Management
* CCTV

**2. Crowd Management**

* Security/Stewarding arrangements
* Barriers
* Management of attendee numbers

**3. Communications**

* PA System
* Radio
* Loud Hailers
* Telephone
* Signage and Public Information
* Media Handling

**4. Traffic Management**

**5. Medical and First Aid Cover**

**6. Fire Risk Assessment**

* Fire extinguishers

**7. Police**

**8. Risk Management**

* Risk Assessments
* Incident Recording
* RIDDOR
* Health and Safety Enforcing Authority
* Insurance
* Weather

**9. Incident Management**

* Extreme Weather
* Emergency Vehicle Access
* Event Evacuation Plan
* Hand-over procedures

**10. Lost Children / Vulnerable Persons**

**11. Debrief and Event Review Arrangements**

**EVENT DESCRIPTION (expand as required)**

*Include a brief description of what your event is. Think of it as how you would describe your event to someone who has never been to your event.*

**1. Event Overview**

**LOCATION**

*Describe the detailed location, including the local authority area in which the event will be located, closest major road(s). An attached site plan may be necessary.*

**DESCRIBE THE SITE AND SOME OF THE SURROUNDING AREA**

*Give a general description and link to plans in the appendix.*

*HINT: you may be able to print aerial views of your site from the internet.*

**DATES AND DURATION**

*Include details of the build up and break down schedule of the event (preparatory / closedown activities), as well as the event itself. If specific happenings are likely to attract a larger number of people, include information in this section.*

**ENTRANCE/EXIT POINTS**

*Enter details of how the public enter or exit the site. If your event has complex entrance/exit arrangements e.g. separate entrances for ticket or cash sales, pre-sold entrance points or is an enclosed area please add more detail to this section. HINT: maps or diagrams may help make things clear.*

**ATTENDANCE (expand as required)**

*Include your expected attendance figures. For an all day/multiple day event this should include maximum expected/allowed attendance and the maximum at any one time.*

*For any buildings to be occupied for the event you should consider any existing occupancy levels and maximum occupancy based on existing exit space, evacuation rates and appropriate evacuation routes.*

**AUDIENCE PROFILE (expand as required)**

*Note that your audience profile will help you when planning for risks and ensures that you put in place control measures and facilities appropriate to the event. For example – if organising a tea dance, it is not likely that you would need to provide baby changing facilities, but should ensure that there are plenty of rest areas available.*

*Previous history, entertainment type and ticket sales will all help to indicate the audience profile.*

**TEMPORARY STRUCTURES (expand as required)**

*Please detail any temporary structures that will be used at the event e.g. grandstands, stages and marquees. You should provide details of how the safety of such structures is ensured through their appropriate design/materials, correct siting/positioning and procedures for their safe erection/dismantling.*

*Details of competent persons/contractors to be used and their associated risk assessments should be included in the appendix.Raised structures above 600mm may require a section 89 application tobe completed*

**THE EVENT ORGANISERS (expand as required)**

*Please detail who the event organisers are. You should also detail any relevant qualifications or experience.*

**TREE OF RESPONSIBILITY (expand as required)**

*Give a brief overview of the chain of responsibility for the main roles within the event. Identify who is responsible for what and give further details in the ‘Roles and Responsibilities’ section below.*

**ROLES AND RESPONSIBILITIES (expand as required)**

|  |  |
| --- | --- |
| *Give details of the main roles* | *Brief explanation of the responsibilities* |
|  |  |
|  |  |
|  |  |
|  |  |

**CONTACTS**

*Provide a full list of contacts with contact numbers in* ***the appendix*** *so the user this plan needs to get in touch with anyone involved in your event, they will look here. Ideally you should provide an e-mail address, landline and mobile number for each person.*

**CATERING AND HOSPITALITY (see section on food safety for further information)**

*Detail the business and contact details of any contractors/food businesses providing catering for your event. If applicable, describe the catering facilities you are offering and where they are located on your site map.*

*You should advise Environmental Health department of contractors to be used as soon as they are confirmed.*

**WELFARE PROVISION**

*Provide details of your welfare arrangements including providers/contractors, numbers of facilities and arrangements for monitoring, cleaning and replacing those facilities as required. Facilities may include:*

* *Toilet facilities*
* *Sanitary bin/facilities*
* *Changing facilities*
* *Shower rooms*
* *Drinking water provision*
* *Private drinking water provision*

**LITTER/CLEANSING SERVICES/GROUNDS MAINTENANCE**

*Consideration needs to be given to the cleansing requirements before, during and after the event.*

*Provide details of any contractors/local voluntary groups involved with a description of the arrangements in place.*

**ENTERTAINMENT**

*Various types of entertainment may take place at an event. Please detail here the types of entertainment which are planned for your event, including the times and locations.*

**LICENSING**

*Some events will require an occasional licence, public entertainment licence or market operators licence due to having licensable activities – sale of alcohol, late night refreshments or regulated entertainment (entertainment provided to an audience for the purposes of entertaining them e.g. play, sporting event, live/recorded music etc). Contact licensing well in advance of the event for further advice.*

*Detail any licence details here.*

**NOISE MANAGEMENT**

*You will need to consider any amplified sound and how it is managed to ensure safety and potential nuisance issues are addressed including type of noise, volume levels, monitoring arrangements etc. You should contact Environmental Health to inform them of anticipated noise levels and for any further advice/guidance.*

*Enter your arrangements for noise management here*

**CCTV**

*You should enter details of any CCTV availability for the event. This should include details of the provider, who is responsible for operating the CCTV and the level and quality of coverage. There may be Data Protection requirements if CCTV is in use, e.g. the provision of warning notices.*

**SECURITY/STEWARDING ARRANGEMENTS**

**2. CROWD MANAGEMENT**

*Please provide details of any security stewards including:*

* *Details of company/provider/volunteers. SIA approved?*
* *Numbers to be provided (including different levels of provision at different times during the event if appropriate)*
* *Method they can be identified*
* *Duties – e.g. searching at entrances, bag checking, rapid response, crowd monitoring, emergency evacuation, control and direct the public as required, monitoring fire equipment etc*
* *Communication methods*
* *Reference to the nature and format of pre-event briefings – e.g. how all stewards are made aware of emergency arrangements and the arrangements for their own safety*
* *How site security will be managed throughout the event and the procedure if a breach is discovered*

**BARRIERS**

*Provide details of where barriers are to be used including:*

* *Type of barriers to be used*
* *Company supplying and installing them*
* *Number to be used.*

*It may be useful to details where barriers are to be used on a site plan.*

**MANAGEMENT OF ATTENDEE NUMBERS**

*Provide details here of how the number of attendees at the event are to be monitored and controlled e.g.*

* *Ticketed event*
* *Monitored entrances and exits (using clickers)*

**PA SYSTEM**

*Detail any PA systems in use at your event. If the entire site is not covered, please detail which parts are not covered and how these areas can be communicated with.*

**3. COMMUNICATIONS**

**RADIO**

*Use of radios should be considered and details of their use recorded in this*

*plan (for example – who has them and what channel they are being allocated).*

**LOUD HAILERS**

*Detail here where loud hailers can be located if in use at the event, and list those trained and confident in use.*

**TELEPHONE**

*This section should contain details of any landlines, or any known difficulties with mobile phone networks in the area of the event. It should also detail other alternative communication methods in the event of problems with telephone communication.*

*The traffic management of an event is the responsibility of the event organiser. You should liaise with the Transportation department, the local Police and any stewarding company involved in managing the road, to write a* ***traffic management*** *and* ***parking plan*** *for the event which aims to promote safe attendance at the event and minimises disruption to the community.*

*You should enter details of any Special Event* ***Temporary Traffic Regulation Orders*** *and* ***Signage plans*** *requiring approval by the Transportation department.*

*You should also supply details of any arrangements in place with local public transport companies providing transport to and from the event.*

*You should also consider any implications for persons attempting to arrive at the venue on foot. (paedestrian safety, signage, lighting, public transport information/links)*

**4. TRAFFIC MANAGEMENT**

*Details of the First Aid and medical cover for your event should be detailed in this section.*

*Do you have an accident book?*

*You should identify where each medical facility/first aid point is located on your site and you may wish to identify this on your site plan.*

**5. MEDICAL AND FIRST AID COVER**

**6. FIRE RISK ASSESSMENT**

**FIRE EXTINGUISHERS**

*Provide details here of the type, number and location of fire extinguishers to be provided at the event.*

**PYROTECHNICS AND SPECIAL EFFECTS**

*Provide details of any pyrotechnics and special effects that you will have at your event.* *These should be carried out a registered company who can provide adequate risk assessments that you can incorporate into your arrangements to ensure they are set off safely.*

**7. POLICE**

*This paragraph should include details of any agreed Police involvement in the event including:*

* *traffic management of the event*
* *police presence on site during the event*
* *general notification to the local police force of the event and potential impact (see relevant web links under contact information section)*

*The police may require additional policies e.g. Admissions, Drugs, Alcohol, Security, Drunk Tank (method of caring for incapacitated people and ensuring they get home safely) etc.*

*A fire risk assessment must be carried out for all locations and details of any risks identified and the way that they are to be managed should be written.*

*You can outline the approach to the risk assessment here and main issues identified. The full risk assessment could be attached in the appendix*

**8. RISK MANAGEMENT**

**RISK ASSESSMENTS**

*Indicate where risk assessments from both yourself and any contractors can be found and any significant issues arising.*

*Further guidance on completing risk assessments can be found at:*

[*http://www.hse.gov.uk/risk/index.htm*](http://www.hse.gov.uk/risk/index.htm)

**INCIDENT RECORDING**

*The Event Control should maintain a record of everything that occurs throughout the event. You should detail your arrangements for recording and keeping records of such information for events. See also the RIDDOR guidance below.*

**RIDDOR**

The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require certain incidents to be reported to the Local authority Health and Safety / HSE by law. RIDDOR information should be included in your incident log.

A summary of injuries and occurrences which must be reported include:

**For IMMEDIATE reporting**

* Death (also to Police)
* Specified Injury –
	+ Amputation,
	+ Fracture (except fingers and toes)
	+ Loss of sight (even temporarily)
	+ Penetrating eye injury
	+ Injury from electric shock
	+ Loss of consciousness
	+ Acute illness
	+ Non consensual violence (i.e. not a boxing match)
	+ Injury to non employee requiring hospitalisation
	+ Dangerous occurrences (major power failure, structural collapse etc)

**For reporting within 15 days of occurrence**

* Death of employee within 1 year of accident
* Hospitalisation of employee for more than 24 hours
* Absence from work for more than 7 days (employee or visitor)
* Incidence of a reportable disease (e.g. industrial diseases; dermatitis, asbestosis etc)

Reports must be made by a ‘responsible person’ (this should be the Safety Officer) and by the ‘quickest practical means’ (phone or fill in online form). See incident reporting folder for further information. The Operations Manager may also submit a RIDDOR.

You must use Form 2508 to report the incident (2508a for diseases).

This must be sent within 15 days even if you have already reported by phone etc.

Reports can be made at the HSE website: [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)

N.B. A ‘7 day’ should be calculated as follows:

* Not the day of accident
* Includes weekend and bank holiday
* On the 8th day, if still absent, report on.

N.B. need mode of notification from First Aid provider to report under RIDDOR.

**HEALTH AND SAFETY ENFORCING AUTHORITY**

*You should enter details of the enforcing authority (EA) for your event here should you wish to contact them to advise further of an incident.*

*Council managed events are enforced by the HSE.*

*Commercial events will be enforced by the local authority Environmental Health Service.*

**INSURANCE**

*Provide details of your insurers and the level of cover provided for the event. HINT: you must append copy of the relevant certificates of insurance to your plan.*

**9. INCIDENT MANAGEMENT**

**WEATHER**

*Identify who is responsible for monitoring weather forecasts in advance and during the event, who this information will be passed to and where the information will be obtained. You should record what the general arrangements will be in event of bad weather (e.g. cancellation criteria).*

**EXTREME WEATHER**

*Extreme weather may cause other specific actions to be taken to prevent injury or damage. Please detail here if there are any issues regarding this event and what the arrangements are to ensure that appropriate action is taken to respond to extremes of weather.*

**EMERGENCY VEHICLE ACCESS**

*Detail any dedicated emergency vehicle access routes and rendezvous points or any public routes or locations that may be used for emergency vehicles.*

*You can refer to these on the site map.*

**EVENT EVACUATION PLAN**

*Detail here emergency evacuation details for visitors as well as the event team and contractors, including car parks.*

*You can refer to these on the site map and provide further details in the appendix.*

**HAND OVER PROCEDURES**

*Details here your arrangements/procedures for the hand-over of control of aspects of your event to relevant agencies in the event of an emergency*



*Detail here the arrangements for safeguarding and reuniting lost children or other vulnerable persons with carers, parents or guardians. You can identify any lost child / rendezvous point on the site map.*

*Detail here the arrangements you will have in place to debrief all parties involved in the event and review issues that took place including:*

* *Particular arrangements that worked well to ensure public safety*
* *Any identified weaknesses in the arrangements that require improvement*
* *A review of any incidents and remedial action required*

**11. DEBRIEF AND EVENT REVIEW ARRANGEMENTS**

**APPENDIX**

**Enter here details of additional site plans, risk assessments and associated event documents to compliment to event plan.**

**(Expand and add as many appendices as required)**